

Form Approved
Budget Bureau No. 80-RL77

ATTACHMENT A
Circular No. A-79
Revised

SEMIANNUAL REPORT OF ACCOMPLISHMENTS IN THE
MANAGEMENT OF AUTOMATIC DATA PROCESSING
(FOR USE IN PREPARING REPORT TO THE PRESIDENT)

Agency _____ Period Covered _____

Person to contact regarding report: Name _____ Phone _____

I. ACCOMPLISHMENTS IN THE USE OF ELECTRONIC DIGITAL COMPUTERS.

A. Description. Under Section I, using the categories shown below, describe significant accomplishments that are being achieved from the use of computer-based systems that were installed or revised during the report period. Each accomplishment should be described concisely in no more than 50-75 words, using lay terms and avoiding the use of abbreviations or acronyms. The description should include a reference to the specific agency program or function in which the computer is used, and should state the major benefits being derived. The benefits should be stated as specifically as possible, using quantitative terms whenever feasible, so that the advantages being gained by the use of the system are clearly evident. Cost and personnel reductions will be stated on a net basis, or will cite both gross reductions and offsetting increases.

B. Categories of benefits. Accomplishments will be reported under the following categories of benefits, as applicable:

1. Cost reductions and greater efficiency. In this category include lower operating costs, the avoidance of greater costs, improved personnel utilization, improved service and other similar types of benefits.

2. Program achievements not feasible without computer capability. In this category include scientific and engineering accomplishments and the integration of large-scale systems which are dependent upon high-speed computational or data processing capability, and other types of accomplishments which are feasible only with the aid of the computer.

3. Other (identify). Use this category only if categories 1 and 2 are not applicable.

If an accomplishment straddles both benefit categories, it should be reported under the category the agency considers most significant, but the description should cover the full range of benefits.

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C. Examples of reports. Examples of the way accomplishments should be reported are given below:

1. Cost reductions and greater efficiency. The Internal Revenue Service automated the analysis of delinquent taxpayers' accounts and the issuance of a second notice of delinquency. This has eliminated much of the need for collection officers to prepare their own correspondence and make personal contacts. The reduced manual workload has permitted an annual recurring saving of \$587,000, including 128 man-years of effort.

2. Program achievements not feasible without computer capability. The assignment plan for television broadcast channels was improved to the extent that 24 additional and valuable channels became available in places where they were badly needed. This improvement was achieved by evaluating more accurately the impact of each channel assignment on the efficiency of the total plan. The extensive calculations required for this purpose were performed by the computer in a few days, but would have required 18 man-years of manual effort.

II. ACCOMPLISHMENTS IN THE MANAGEMENT OF AUTOMATIC DATA PROCESSING (ADP) ACTIVITIES.

A. Description. Under Section II, using the categories shown below, describe significant accomplishments during the report period that concern the management of ADP activities, as distinguished from the uses of computers which are reported in Section I of the report. Each accomplishment should be described concisely in no more than 50-75 words, using lay terms and avoiding the use of abbreviations and acronyms.

B. Categories. Accomplishments will be reported under the following categories, as applicable:

1. standardization of computer-based data processing systems, or components thereof, within or among agencies (if not reported in Section I);
2. integration of computer-based data processing systems on an interagency and intra-agency basis (if not reported in Section I);
3. initiation or completion of research and development or test programs intended to improve ADP technology, techniques and systems;
4. consolidation of computer facilities and staffs, such as systems development and programing staffs;
5. sharing of computers and ADP personnel;
6. use of excess equipment in lieu of acquiring additional equipment;

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7. use of excess Government-owned equipment to permit the release of rented equipment;

8. negotiation of equipment procurement contracts under terms more favorable than those provided in the Federal Supply Schedule; or

9. other (identify).

In all cases, the benefits obtained from the reported actions, including cost and personnel savings, should be specifically identified.

C. Government-wide programs. The General Services Administration and the Department of Commerce will report, under appropriate category headings, their accomplishments under Government-wide programs for which they have responsibility under Public Law 89-306.

III. PLANS FOR THE FUTURE. (Include this section only in reports due on September 1.)

A. Description. Under Section III, using the headings noted below, describe in a summary form covering no more than one or two pages significant actions planned or under way in the agency which are expected to result in accomplishments that will then be reportable in Sections I or II in future reports. A statement of anticipated benefits should be included in the description.

B. Headings. The plans should be separated between those concerned with the use of computers and those dealing with the management of ADP activities, and should be clearly related to the kinds of actions specified in Sections I and II, respectively.

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